

ENVIRONMENTAL COMPLIANCE INSPECTOR I/II

Purpose:

To actively support and uphold the City's and the Department's mission and values. The primary function of the Environmental Compliance Inspector position is to protect the health and safety of the citizens and employees of Tempe, the water distribution system, and the publicly owned treatment works (POTW) and stormwater system.

Supervision Received and Exercised:

Environmental Compliance Inspector I

Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

Environmental Compliance Inspector II

Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

Exercises technical direction over subordinate technical staff.

Distinguishing Characteristics:

Environmental Compliance Inspector I

This is the entry level class in the Environmental Compliance Inspector series. This class is distinguished from the Environmental Compliance Inspector II by the performance of the more routine tasks and duties assigned to positions within the series. Employees may have only limited directly related work experience.

Environmental Compliance Inspector II

This is the full journey level class within the Environmental Compliance Inspector series. Employees within this class are distinguished from the Environmental Compliance

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Inspector I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Environmental Compliance Inspector I, or, when filled from the outside, require directly related prior experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

Supervision Received and Exercised:

Environmental Compliance Inspector I

Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

Environmental Compliance Inspector II

Receives general supervision from the Environmental Compliance Supervisor or from other supervisory or management staff.

Exercises technical direction over subordinate technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Conduct backflow assembly testing, water quality and wastewater compliance monitoring within the water distribution system, the publicly owned treatment work, and the stormwater system and interpret laboratory analytical results, operational tests; Monitor compliance by contractors, consultants, and vendors, including cleaning of dry wells, catch basins, scuppers, inlets, and drainage ways of the stormwater system;
- Inspect industrial and commercial establishments such as manufacturing facilities, restaurants, machine shops, commercial and industrial laundry facilities, and automotive repair facilities to determine compliance with air quality, cross connection, pretreatment, and stormwater ordinances; inspect construction sites to determine compliance with Stormwater Pollution Prevention Plans (SWP3); and inspect the installation, operation, and maintenance of same equipment such as backflow assemblies, clarifiers, grease removal equipment, interceptors (grease and

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sand), pH neutralization systems, storm water treatment devices, settling tanks, traps;

- Inspect sites deemed as superfund sites; collect samples from groundwater monitoring wells located in the contaminated areas; draft, issue, and enforce special discharge permits when remediation requires a discharge of pumped monitoring water; detect hazardous atmospheres (toxic, explosive, ignitable) in sewers with gas detection equipment; determine means of controlling or eliminating hazards;
- Explain the mission and objectives and provide information on air quality, cross connection, pretreatment, and stormwater programs to other city departments, the public, regulated community, engineering and mechanical design firms, and to legal representatives; inform the public about the functions of the Environmental Services Section; respond to customer inquiries and complaints on discharges to the sewer system, stormwater system, and a variety of environmental issues;
- Research and approve plans for the installation of cross connection control, pretreatment devices, and stormwater best management practice structures/devices; research records of property ownership for the development of fact sheets and discharge permits; and research Arizona Corporation Commission records to determine ownership of corporations, partnerships, limited liability firms, etc. in order to determine ownership and responsible party for enforcement purposes;
- Provide support and technical expertise on environmental health and safety issues as well as educate and provide best management practices (BMPs) to the general public, regulated community, and to City employees; and to prevent the introduction of pollutants from entering the water distribution system, POTW, and stormwater system;
- Coordinate and conduct inspections and sampling for backflow, stormwater, and wastewater, regulations at City-owned facilities as required by AZPDES, APP, and/or County-issued permits; coordinate operations and activities with other divisions, departments, or outside inspection agencies; and coordinate with the Fire Department on hazardous waste calls;
- Respond to complaints and conduct inspections and/or investigations to determine the source of pollutants possibly entering the water distribution system, POTW, and stormwater system; investigate air quality and water quality complaints, wastewater odor complaints, and stormwater complaints; and respond to accidental spills and illicit discharges into the POTW and stormwater system, illegal or illicit connections to the potable water system, and to backflow incidents as well as respond to and resolve industrial, commercial, and residential odor complaints;

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- Read and visually interpret site issues quickly and accurately in order to measure compliance; read and interpret construction plans and specifications; determine whether industrial waste permits are required and have been issued; enforce the provisions of such permits;
- Prepare and document inspections and investigations pertaining to air quality, pretreatment and/or stormwater cases for civil and/or criminal enforcement; initiate civil and/or criminal enforcement actions; develop administrative orders and compliance schedules when necessary; and review plans for correction of pollution or violations;
- Conduct video inspections with closed circuit recording equipment, dye test connections to the sanitary and/or stormwater sewer systems and create electronic media of inspections;
- Draft fact sheets and issue wastewater discharge permits; determine if a hazardous waste is being generated, stored, and/or disposed of;
- Conduct and enforce permit requirements governing the discharge and pretreatment
 of industrial wastewater; conduct field tests for acidity, alkalinity, chlorine demand,
 hydrogen sulfide, oxygen reduction potential, and other field tests to determine if
 waste discharge causes deterioration of sewage facilities or pollution and
 contamination of surface and underground waters;
- Review and provide guidance to owners, engineering and mechanical design firms on the placement, sizing, and installation of cross connection control assemblies, wastewater pretreatment, and stormwater best management practice equipment in order to comply with federal, state, and city code; review sampling data to identify significant trends of non-compliance; prepare and submit reports of activities and findings; review building plans for compliance with established environmental controls;
- Approve through engineering review and/or building permit process, equipment designed to protect the public water supply, sanitary sewer, and stormwater system; enter confine spaces by the implementation of engineering controls and/or by wearing personal protective equipment;
- Operate and install air quality monitoring, backflow assembly testing, industrial wastewater and flow monitoring, and water quality monitoring equipment;
- Enter, retrieve, and manipulate backflow, stormwater and waste treatment information on computer; collect, transfer, and receive data to generate reports and

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graphs; verify data as needed; maintain databases of call outs, complaints, backflow assembly test records, industrial discharges, water quality sample locations, and results as required;

- Attend meetings, workshops, conferences, and seminars related to backflow, pretreatment (industrial waste treatment methods and techniques), stormwater, commercial waste, and/or water quality;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Environmental Compliance Inspector I

Requires the equivalent to one year of full-time technical experience in industrial, hazardous waste, and wastewater treatment; wastewater collections; industrial or backflow compliance inspections; and/or technical experience in backflow and/or water treatment systems, stormwater inspections and testing, flow monitoring, and sampling.

Environmental Compliance Inspector II

Requires the equivalent to three years of full-time technical experience in industrial, hazardous waste, and wastewater treatment; wastewater collections; industrial or backflow compliance inspections; and/or technical experience in backflow and/or water treatment systems, stormwater inspections and testing, flow monitoring, and sampling.

Education:

Environmental Compliance Inspector I

Requires the equivalent to college level coursework or specialized training in chemistry, bacteriology, environmental sciences, or a degree related to the core functions of this position.

Environmental Compliance Inspector II

Requires formal specialized training equivalent to an associate degree or two-year college program or formal apprenticeship or training with major course work in chemistry, bacteriology, environmental sciences, or a degree related to the core functions of this position. A bachelor degree is preferred.

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Effective November 1988
Revised October 1995
Revised February, 2003 (flex class)
Revised May 2006 (certification)
Revised Sept. 2006 (title change)
Revised May 2007 (changes to job description)
Revised February 2011
Revised June 2011 (combined job duties from Cross Conn Control Inspect and Environ Compl Inspect)

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Both levels require possession of, or must obtain within one year of hire, the following:

- Confined Space Training
- Basic Inspector Training through the National Enforcement Training Institute
- Arizona Department of Health Services Surface Water/Ground Water Sampling and Analysis Training
- Resource Conservation Recovery Act (RCRA) Training
- Basic Environmental Investigations Training

Licenses/Certifications:

Possession of, or must obtain, a valid driver's license at the time of application.

Possession of, or must obtain within six months of hire, the following certifications:

- ADEQ Grade I Water Distribution Certification
- ADEQ Grade I Wastewater Collection certification
- Confined Space Training
- Basic Inspector Training through the National Enforcement Training Institute
- Arizona Department of Health Services Surface Water/Ground Water Sampling and Analysis Training
- Resource Conservation Recovery Act (RCRA) Training
- Basic Environmental Investigations Training
- 40-Hour Hazardous Materials Incident Response Operations and/or provide documentation of annual 8-Hour HazWoper refresher training
- Maricopa County, Air Quality Department, Dust Control Compliance Training
- Backflow Prevention General Tester
- Stormwater Inspection Training

Examples of Physical and/or Mental Activities:

- Lift heavy objects in excess of 50 pounds
- Move heavy objects with forklift, dolly, etc.
- Operate city vehicles including light trucks, cars and aerial lift trucks
- Use power tools (i.e. saws, drills, grinders, etc.)
- Use tools (i.e. hammers, wrenches, shovels, rakes, brooms, etc.)
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Other physical labor essential to the classification
- Operates computers, calculators and other office machines
- Considerable reading and close vision work

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- Work in confined areas
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours
- May work alone for extended periods of time
- Other physical attributes essential to the classification

Competencies:

(Pending)

Job Code: 143/177

Status: Non-Exempt / Classified